



15-Day Reporting (Reporting Interest)

Principals must report to the Ethics Commission each bill, budget bill subject, proposed rule, and topic on which the organization makes a lobbying communication. After the first five occurrences of lobbying activity, the principal must report all activity to the Ethics Commission *within 15 days of the first lobbying communication on the bill/subject/topic/rule*. If a principal is very active, best practice is to submit a 15 day report every fifteen days. Do not wait until Statements of Lobby and Expenditures (SLAE) are due, because that deadline is more than 15 days after the deadline to submit a 15 day report and the principal will be penalized.

If a topic is going through many legislative transformations, the reporting on that topic should reflect the state of the matter at the time of communication with officials. For example: if a principal lobbies on a topic and believes it may be included in the upcoming budget proposal, the topic must be reported as a *topic* first. If the topic then is taken up in the budget bill and the principal continues to lobby on it, the topic should now be reported as a *budget bill subject*, after they are published. If the matter now a part of a *budget bill subject* is removed from the budget, but is still being lobbied on as a standalone bill, it should again be reported as a *topic*. If that *topic* is introduced as a standalone bill, lobbying activity on it must now be reported as a *legislative proposal*.

Required Information for Submitting a 15-Day Report (§13.67):

- Legislative Proposal:
 - House (Senate/Assembly)
 - Proposal type (bill, resolution, joint resolution)
 - Bill number
 - Session
 - Interest notification date
 - Reporting period
 - Position
 - Comments
- Budget Bill Subject:
 - Name of budget bill subject
 - Interest notification date
 - Reporting period
 - Position
 - Comments
- Proposed Rules:
 - Agency name
 - Proposed rule number
 - Interest notification date
 - Reporting Period
 - Position

- Comments
- Topics:
 - Interest notification date
 - Reporting period
 - Topic subject
 - Action type (legislative matter/Rule by state agency/both legislative matter and rule)



Budget Bill Subjects are published generally within a few days of the proposal of the budget, with titles from their “relating to” clause, and may not exactly match a topic. This is not an error, but is because topic titles are determined by principals when they self-report.

Legislative Proposals

1. Log in to the user account and click **Submit 15 Day Report** on the left navigation bar (not pictured).
2. Click the appropriate option for registering an interest—which in this case is a legislative proposal. Be sure to choose the correct principal from the drop-down menu and click **Next >** (not pictured).
3. Search for the bill, joint resolution, or resolution by number or by key word in the bill’s “relating to” clause (in the example, the search text is “tax.” Click **Next >**.

Search for a Legislative Proposal

House

Proposal Type

Bill Number

Legislative Session

Search Text
 If you do not know the bill's number enter one or more keywords used i

3

< Back Next >


4. Click **Select** next to the appropriate bill, joint resolution, or resolution.

Select a Legislative Proposal

Bill	Select
Assembly Bill 81 Relating to: technical changes to the tax incremental financing statutes. (FE)	<input type="button" value="Select"/>
Assembly Bill 108 Relating to: creating a corporate income and franchise tax credit for amounts contributed by an employer into an employee's college savings account. (FE)	<input type="button" value="Select"/>

5. Be sure the *Interest Notification Date* is accurately reflects the day the lobbyist had communication on the bill. The field auto-populates with the current date if not changed. Next, ensure the *Interest Reporting Period* is accurate. Add any comments from the principal, a document such as a memo, and/or a link to a website. Click **Continue**.
6. Ensure that the information regarding the principal's position, the reporting period, and the interest notification date is correct. Click **Submit**. Eye on Lobbying will send a confirmation of the 15 day report via email.

Interest Notification Date

5/31/2017 

Interest Reporting Period

☒ January 2017 to June 2017
☐ July 2017 to December 2017
☐ January 2018 to June 2018
☐ July 2018 to December 2018

Position

☒ For
☐ Against
☐ Other
☐ ? Undisclosed

Comments

You may enter a brief comment (up to 250 characters)

250 character(s) remaining

Supporting Document

You may attach a supporting document (.pdf, .doc, .txt, .rtf ONLY)

Upload Position File

Web Site URL

You may include a url (link) to a website

250 character(s) remaining

< Back

Continue


Assembly Bill 108

Relating to: creating a corporate income and franchise tax credit college savings account. (FE)

You are about to create the following new interest report:
Assembly Bill 108

Interest Notification Date
May 31, 2017

Interest Reporting Period
January 2017 to June 2017

Position
 Undisclosed

Report Date
May 31, 2017

< Back

Submit

Budget Bill Subjects

Budget bill subjects are published by the Wisconsin Ethics Commission in Eye on Lobbying within five days of publication by the Legislative References Bureau. Until budget bills subjects are published, they should be reported as topics in 15-day reports.

1. Log in to the user account and click **Submit 15 Day Report on the left navigation bar (not pictured)**.
2. Click the appropriate option for what registering interest—which in this case is a Budget Bill Subject. Be sure to choose the correct principal from the drop-down menu and click **Next >** (not pictured).
3. Search for the budget bill subject from the drop-down menu, and chose the appropriate subject. Click **Next >** (not pictured).
4. Be sure the *Interest Notification Date* accurately reflects the day the lobbyist had communication on the budget bill subject. The field auto-populates with the current date if not changed. Next, ensure the *Interest Reporting Period* is accurate. Add comments from the principal, a document such as a memo, and/or link to a website. Click **Continue**.
5. Ensure that the information regarding the budget bill subject and the interest notification date are correct. Click **Submit** (not pictured). Eye on Lobbying will send a confirmation of the 15 day report via email.

Enter Your Comments

Interest Notification Date
6/1/2017

Interest Reporting Period
☒ January 2017 to June 2017
☐ July 2017 to December 2017
☐ January 2018 to June 2018
☐ July 2018 to December 2018

Comments
You may enter a brief comment (up to 250 characters)

250 character(s) remaining

Supporting Document
You may attach a supporting document (.pdf, .doc, .txt, .rtf ONLY)

Upload Position File

Web Site Url
You may include a url (link) to a website

250 character(s) remaining

< Back Continue

Proposed Rules (Rule-Making Proceeding)

1. Log in to the account and click **Submit 15 Day Report on the left navigation bar (not pictured)**.
2. Click the appropriate option for registering interest—which in this case is a Proposed Rule. Be sure to choose the correct principal from the drop-down menu and click **Next >** (not pictured).
3. Search for the agency that is proposing the rule from the drop-down menu, and choose the appropriate agency. Click **Next >** (not pictured).
4. Search for the proposed rule, and choose the appropriate one by clicking **Select**.

SS 103_16
Ethics Commission settlement schedule
ch. ETH 26

Select

1

Displaying items 1 - 3 of 3

5. Be sure the *Interest Notification Date* accurately reflects the day the lobbyist had communication on the proposed rule. The field auto-populates with the current date if it is not changed. Next, ensure the *Interest Reporting Period* is accurate. Then choose the principal's position on the proposed rule. Add comments from the principal, a document such as a memo, and/or a link to a website. Click **Continue**.
6. Ensure that the information regarding the principal's position, the reporting period, and the interest notification date is correct. Click **Submit**. Eye on Lobbying will send a confirmation of the interest via email.

The screenshot shows the 'Ethics Commission (ETH)' registration form. Red annotations include:

- A red box around the 'Interest Notification Date' field (5/31/2017) with a red arrow pointing to it and a red circle containing the number 5.
- A red box around the 'Interest Reporting Period' radio buttons, with a red arrow pointing to the 'January 2017 to June 2017' option.
- A red box around the 'Position' radio buttons, with a red arrow pointing to the 'For' option (which has a green arrow pointing to it).
- A red box around the 'Comments' text area, with a red arrow pointing to it.
- A red box around the 'Submit' button, with a red circle containing the number 6.
- A red box around the 'Continue' button at the bottom of the form.

The form fields and their values are:

- Interest Notification Date:** 5/31/2017
- Interest Reporting Period:** January 2017 to June 2017
- Position:** For
- Comments:** (Empty text area)
- Supporting Document:** (Empty file upload area)
- Web Site URL:** (Empty text area)
- Report Date:** Jun 1, 2017


Buttons: < Back, Submit, < Back, Continue

Topics

1. Log in to the user account and click **Submit 15 Day Report on the left navigation bar (not pictured)**.
2. Click the appropriate option to register interest in—which in this case is a Topic. Be sure to choose the correct principal from the drop-down menu and click **Next >** (not pictured).

3. Enter the correct *Interest Notification Date*. The field auto-populates with the current date if it is not changed.
4. Choose the correct *Interest Reporting Period*.
5. Enter the *Topic Subject*. This should be a very concise description of the topic that was discussed and should be similar to a bill's "relating to" clause.
6. Choose the type of action that this topic relates to. This can be thought of as the goal of the communication. Upload a file documenting the principal's position or a website.
7. Click **Continue**.
8. Ensure that the information regarding the principal's position, the reporting period, and the interest notification date is correct. Click **Submit** (not pictured) Eye on Lobbying will send a confirmation of the 15 day report via email.

Specify Your Position and Comments

Interest Notification Date
6/1/2017  3

Reporting Period
☒ January 2017 to June 2017
☐ July 2017 to December 2017
☐ January 2018 to June 2018
☐ July 2018 to December 2018 4

Topic Subject
Provide a concise description of the subject you are lobbying on as if it were a bill's "relating clause", e.g., The taxation and regulation of spotted dogs in urban areas.
5
250 character(s) remaining

Action Type
This topic relates to the development, drafting, introduction or consideration of or action on a:

Search All

6

Supporting Document
You may attach a supporting document (.pdf, .doc, .txt, .rtf ONLY)

Upload Position File

Web Site Url
You may include a url (link) to a website
 250 character(s) remaining

[< Back](#) [Continue](#) 7



NOTE: Do **not** use "All matters relating to X" as a topic. Topics must be specific, and should be similar to a bill's "relating to clause". If you have questions about what to title a topic, please contact the Ethics Commission.

Do **not** describe the communication that took place (e.g., "Spoke with Rep. X's office about the possible effects Y could have on Z and set up another meeting). Be as *informative* as possible while remaining *succinct*.

Amending a 15-Day Report

If information in a previous 15-Day Report was entered incorrectly, or the principal or lobbyist would like to change any information in the 15-Day Report or delete the interest, they can do so by *amending that report*.

1. Log in to the user account and click **Submit 15 Day Report** on the left navigation bar (not pictured).
2. Click the appropriate option for amending—legislative proposal, budget bill subject, proposed rule, or topic. Be sure to choose the correct principal from the drop-down menu and click **Next >** (not pictured).
3. Choose the appropriate search criteria for the legislative proposal, budget bill subject, proposed rule, or topic to amend. Then click **Next >**.

Search for a Legislative Proposal

House
Assembly

Proposal Type
Bill

Bill Number

Legislative Session
2017 Regular Session

Search Text
If you do not know the bill's number enter one or more keywords used

tax

< Back Next >

4. Be sure that the interest is the correct one to amend, and click **Edit** or **Delete** (not pictured). The Eye On Lobbying application will only allow you to delete a 15-day report within 24 hours of first reporting it. If you need to delete a report after the initial 24 hours, please contact the Ethics Commission.
5. Change information as necessary and click **Update**.
6. Ensure that all information is correct. Click **Submit**. Eye on Lobbying will send a confirmation of the change via email (not pictured).

Position

- ☐ For
- ☐ Against
- ☐ Other
- ☒ ? Undisclosed

Comments

You may enter a brief comment (u

250 character(s) remaining

Supporting Document

You may attach a supporting docu

Upload Position File

Web Site Url

You may include a url (link) to a w

250 character(s) remaining

< Back Delete Update



NOTE: Please refrain from amending reports more than necessary. If you are experiencing issues with how to report or find yourself consistently amending information, please contact the Ethics Commission.